

STATE OF ILLINOIS - BASIC ORDERING AGREEMENT (BOA)					
The terms and conditions of this BOA, including those terms and conditions set forth in the additional documents referenced below, and any continuation sheets, constitute the entire agreement between the parties with respect to the subject matter of this BOA. In the event of a conflict between State and Vendor documents, State documents will prevail.					
Vendor Name: Seville Temporary Services Address: 180 North Michigan Ave., Suite 1510 Chicago, IL 60601-3104 Contact: Janet M. Sloan Phone#: 312-368-1144 Fax#: 312-368-0207	CMS Contract# CMS602371AB Agency Contact: Jeremy Kirk Contract Coordinator E-mail: jkirk@tcc.illinois.gov Phone #: 217-557-7969 Fax #: 217-785-6231 Ship To: Illinois Commerce Commission 527 East Capitol Ave. Springfield, IL 62701				
Item 1	Description (manufacturer, model, serial number, feature, etc.) Temporary Staff as needed throughout the year with the following qualifications: - Telephone Operator @ \$11.62 per hour, - High School Diploma / GED \$0.00, & - Keyboarding (35 wpm) \$0.45 per hour - Computer Software Skills \$1.25/hour A total of \$13.32 per hour.				
	Action <input type="checkbox"/> New <input type="checkbox"/> Add <input checked="" type="checkbox"/> Renew				
	Acquisition Type <input type="checkbox"/> Purchase <input type="checkbox"/> Subscription <input type="checkbox"/> Maintenance <input type="checkbox"/> License <input checked="" type="checkbox"/> Service				
	Term Beginning Date: 7/1/09 Ending Date: 9/30/09				
	Payment Cycle: As billed.				
	One Time Charge <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Unit</th> <th>Extension</th> </tr> <tr> <td>hours</td> <td>\$6,393.60</td> </tr> </table>	Unit	Extension	hours	\$6,393.60
Unit	Extension				
hours	\$6,393.60				
	Periodic Charge <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Unit</th> <th>Extension</th> </tr> <tr> <td>hours</td> <td>\$6,393.60</td> </tr> </table>	Unit	Extension	hours	\$6,393.60
Unit	Extension				
hours	\$6,393.60				
Page Total \$ 6,393.60					
BOA Total - (if multiple pages) \$ N/A					
STATE USE ONLY PURCHASING AGENCY COMPLETES THIS PART Reference # Obligation # 106A Method of Source Selection for this Procurement: Bid thru CMS Is Financing Needed? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Using Agency Funding Source: FY 2010 State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Approp. Account Code: 018-52440-1200 Detailed Expenditure Object Code: 1289 IPB Ref #: N/A Award Code: B Original Procurement Method: RFP thru CMS IPB Publication Date: N/A Subcontractors Utilized? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Subcontractors Disclosed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
ADDITIONAL DOCUMENTS / TERMS AND CONDITIONS <input checked="" type="checkbox"/> Basic Ordering Agreement Standard Terms and Conditions <input checked="" type="checkbox"/> Master Contract # CMS602371AB <input type="checkbox"/> This BOA is being used only to provide auxiliary contractual information. <input type="checkbox"/> Other					
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES Signature: _____ By: James P. Sledge, Director Signature: _____ Title: _____ Date: _____					
PURCHASING AGENCY Illinois Commerce Commission Signature: _____ Printed Name: Tim Anderson Title: Executive Director Date: 6/25/09 VENDOR Seville Temporary Services Signature: _____ Printed Name: Janet M. Sloan Title: President Date: June 25, 2009					

AVAILABILITY OF APPROPRIATION (30 ILCS 500/20-60) State shall use its best efforts to secure sufficient appropriations to fund this Contract. However, the State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason.

AUDIT/RETENTION OF RECORDS (30 ILCS 500/20-65) Vendor and its subcontractors shall maintain books and records relating to the performance of the Contract or subcontract and necessary to support amounts charged to the State under the Contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of 3 years from the later of the date of final payment under the Contract or completion of the Contract, and by the subcontractor for a period of 3 years from the later of final payment under the term or during the 3 year period thereafter. Books and records required to be maintained under this section shall be available for review or audit by representatives of the State, the Auditor General, the Inspector General and other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Contract for which adequate books and records are not available to support the purported disbursement. The Vendor shall not impose a charge for audit or examination of the Vendor's books and records. If federal funds are used to pay contract costs, the Vendor must retain its records for five years. Vendor shall take reasonable steps to insure that any subcontractor is in compliance with the requirements of this Paragraph.

ASSIGNMENT AND SUBCONTRACTING This Contract may not be assigned, transferred or subcontracted in whole or in part by the Vendor without the prior written consent of the State. Vendor shall describe, in an identified Attachment to this Contract, the names and addresses of all authorized subcontractors utilized by Vendor in the performance of this Contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this Contract. For purposes of this section, subcontractors are those specifically hired to perform all or part of the work of this Contract or to provide the supplies requested by the State.

USE AND OWNERSHIP OF WORK PRODUCT To the extent Vendor produces any materials in performing the Contract, including (but not limited to) notes, reports, memoranda, analyses, documentation, drawings, computer programs (source code, object code and listings), derivatives of pre-existing copyrighted works, inventions conceived or reduced to practice during performance of the Contract or resulting from or based upon any State Proprietary Information, creations, designs, trademarks, works of any kind (including, by way of example only, movies and audio or visual works), devices, masks, models, work-in-process, and deliverables, all such materials shall be deemed Work Product. The State will retain ownership of all intellectual property rights (such as copyrights and trade secrets) in or to any information and/or materials that the State supplies to the Vendor, or that the State develops in connection with this Contract.

All Work Product produced by Vendor in the course of performing the Contract shall belong to the State. However, Vendor shall exclusively own any intellectual property rights (such as copyrights and trade secrets) (i) owned by Vendor prior to the commencement of the Contract or (ii) developed or acquired by Vendor independent of the Contract. If such intellectual property rights are incorporated into any Work Product provided hereunder, Vendor's rights to that intellectual property will not extend to (i) any portion of the State's materials incorporated into any Work Product, or (ii) to any information specific to any Products or the State's business operations.

Vendor agrees to assign and does hereby expressly assign to the State all right, title, and interest in and to the Work Product including any and all moral rights Vendor may have in any part of the Work Product. Vendor also hereby forever waives and agrees never to assert any and all moral rights Vendor may have in any part of the Work Product even after termination this Contract.

Nothing herein shall prohibit Vendor from providing similar services and deliverables to other customers independent of the work and the work product produced under this Contract.

WARRANTY Vendor warrants that the Products furnished under this Agreement will (a) conform to State's manufacturing standards, specifications, drawing, samples or descriptions furnished by State, including but not limited to all Specifications attached as exhibits hereto, (b) will be merchantable, of good quality and workmanship, free from defects for a period of twelve months or longer if specified in writing, and fit and sufficient for the intended use (c) will comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the Products (d) will be of good title and be free and clear of all liens and encumbrances and (e) will not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse State for any losses, costs, damages or expenses, including without limitations, reasonable

attorney's fees and expenses, arising from failure of the Products to meet such warranties. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive State's payment, acceptance, inspection or failure to inspect the Products.

Vendor warrants that all services will be performed in a good and professional manner to industry standards by trained and competent personnel. Vendor shall monitor performances of each individual and shall reassign immediately any individual who is not performing to professional standards, who is not efficient or effective in performing the work of the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

INDEMNIFICATION AND LIABILITY The Vendor agrees to indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of (a) any breach or violation by Vendor of any of its representations, warranties, covenants or agreements set forth herein, (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss by whomsoever suffered, claimed to result in whole or in part from performance hereunder, (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents. Neither party shall be liable for incidental, special, consequential or punitive damages.

INSURANCE Vendor shall, at all times during the term and any renewals, maintain and provide a Certificate of Insurance naming the State as additional insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability-occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law.

SOLICITATION AND EMPLOYMENT Vendor shall not employ any person employed by the State during the term of this Contract to perform any work under this Contract. Vendor shall give notice immediately to the Agency/Buyer's director if Vendor solicits or intends to solicit State employees to perform any work under this Contract.

BACKGROUND CHECK The State may conduct, at its expense, criminal and driver history background checks of Vendor's officers, employees or agents who would directly supervise or perform any of the contract requirements at State facilities. Vendor shall reassign immediately any such individual who does not pass the background checks.

LEGAL ABILITY TO CONTRACT: Vendor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

- 1) Vendor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Contract.
- 2) Vendor is not in default on an educational loan (5 ILCS 385/3).
- 3) Vendor has informed the director of the Agency/Buyer in writing if he/she was formerly employed by that agency and has received an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, and acknowledges that contracts made without the appropriate filing with the Auditor General are not payable from the "contractual services" or other appropriation line items. Vendor has not received an early retirement incentive in or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, and acknowledges that contracts in violation of Section 15a of the State Finance Act are not payable from any appropriation line item (30 ILCS 105/15a).
- 4) Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer, and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this contract (30 ILCS 500/25-80).
- 5) Vendor has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has made an admission on the record of having so bribed or attempted to bribe (30 ILCS 500/50-5).
- 6) If Vendor has been convicted of a felony, at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (30 ILCS 500/50-10).

7) If Vendor, or any officer, director, partner, or other managerial agent of Vendor, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, at least 5 years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the Contract void if this certification is false (30 ILCS 500/50-10.5).

8) Vendor and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the Contract void if this certification is false (30 ILCS 500/50-11) or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt (30 ILCS 500/50-60).

9) Vendor and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act (30 ILCS 500/50-12) and acknowledge that failure to comply can result in the Contract being declared void.

10) Vendor certifies that it has not committed a willful or knowing violation of the Environmental Protection Act (relating to Civil Penalties under the Environmental Protection Act) within the last five (5) years, and is therefore not barred from being awarded a Contract. If the State later determines that this certification was falsely made by the Vendor, the Vendor acknowledges that the State may declare the Contract void (30 ILCS 500/50-14).

11) Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

12) Vendor is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 00/50-30)

13) Vendor will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, 50-45, 50-50).

14) In accordance with the Steel Products Procurement Act, steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring agency grants an exception (30 ILCS 565).

15) Vendor will, pursuant to the Drug Free Workplace Act, provide a drug free workplace and, if an individual, shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the Contract. This certification applies to contracts of \$5000 or more with individuals; and to entities with twenty-five (25) or more employees (30 ILCS 580).

16) Neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).

17) Vendor has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State or of the United States (720 ILCS 5/33E-4).

18) Vendor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).

19) Vendor does not pay dues to, or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" (775 ILCS 25/2).

20) Vendor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the Contract have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

21) Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the Contract have been produced in whole or in part by the labor or any child under the age of 12 (30 ILCS 584).

22) Vendor certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5) that states: "Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State until the violation is mitigated".

23) Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity (EO No. 1 (2007)).

24) In accordance with Public Act 095-0307, all information technology, including electronic information, software, systems and equipment, developed or provided under this Contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at www.dhs.state.il.us/itaa.

25) Vendor has disclosed and agrees it is under a continuing obligation to disclose to the State, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or which would prohibit Vendor from having or continuing the Contract. This includes, but is not limited to conflicts under the "Infrastructure Task Force Fee Prohibition" section of the State Finance Act (30 ILCS 105/8.40), Article 50 of the Illinois Procurement Code (30 ILCS 500/50), or those which may conflict in any manner with the Vendor's obligation under this Contract. Vendor shall not employ any person with a conflict to perform under this Contract. If any elected or appointed State officer or employee, or the spouse or minor child of same has any ownership or financial interest in the Vendor or the Contract, Vendor certifies it has disclosed that information to the State, and any waiver of the conflict has been issued in accordance with applicable law and rule.

26) Vendor, as defined in Public Act 95-971, certifies that it has read, understands, and is in compliance with the Act and will not make a contribution that will violate the Act. In general, Public Act 95-0971 contains new registration and reporting requirements for certain Vendors, as well as limitations on political contributions by certain Vendors and their affiliates. These requirements shall be effective for the duration of the term of office of the incumbent Governor or for a period of 2 years after the end of the contract term, whichever is longer.

Vendor certifies, in accordance with Public Act 95-971, as applicable:

☐ Vendor is not required to register as a business entity with the State Board of Elections.

or

☒ Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration as required by the Act. A copy of the certificate of registration is attached.

Vendor acknowledges that the State may declare this Contract void without any additional compensation due to the Vendor if this foregoing certification is false or if the Vendor (or any of its Affiliated Persons or Entities) engages in conduct that violates Public Act 95-0971.

BREACH AND OTHER FOR CAUSE TERMINATION: AGENCY may terminate this CONTRACT without penalty to the AGENCY or further payment required in the event of: (i) any breach of this CONTRACT which, if it is susceptible of being cured, is not cured within 15 days of the AGENCY giving notice of breach to VENDOR, including but not limited to failure of VENDOR to maintain covenants, representations, warranties, certifications, bonds and insurance; (ii) commencement of a proceeding by or against VENDOR under the U.S. Bankruptcy Code or similar law; or any action by VENDOR to dissolve, merge, or liquidate; or (iii) material misrepresentation or falsification of information provided by VENDOR in the course of any dealing between the PARTIES or between VENDOR and any State agency.

NON-DISCRIMINATION: In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the AGENCY does not unlawfully discriminate in employment, contracts, or any other activity.

ENTIRE CONTRACT: This CONTRACT, with attachments, constitutes the entire agreement between the PARTIES concerning the subject matter of the CONTRACT. Modifications and waivers must be in writing and signed by authorized representatives of the PARTIES. Any provision of this CONTRACT officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions of this CONTRACT shall be interpreted, as far as possible, to give effect to the PARTIES' intent. All provisions that by their nature would be expected to survive, shall survive termination of this CONTRACT, including without limitation provisions relating to confidentiality, warranty, ownership and liability.

LAWS OF ILLINOIS: This contract shall be governed by Illinois law. Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims.

VENDOR: SEVILLE STAFFING LLC SIGNATURE: [Signature]

Revision Date 4/10/2009

BASIC ORDERING AGREEMENT STANDARD TERMS AND CONDITIONS

DATE: JUNE 25 2009 REF # CMS602371A

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